Time Management

- Planning to gain control over how time is spent
- Common time-wasters
  - Unnecessary telephone conversations
  - Frequent interruptions
  - Excessive socializing
  - Ineffective communication
  - Disorganization

Key Term

**Procrastinate**: delay intentionally or put off an action
### Time-Use Log

**Name:** Michele Fitch

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 a.m.</td>
<td>Arrived early Opened office</td>
<td>Arrived early Opened office</td>
<td>Arrived early Opened office</td>
<td>Arrived early Opened office</td>
<td>Arrived early Opened office</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Checked calendar and task list</td>
<td>Checked calendar and task list</td>
<td>Checked calendar and task list</td>
<td>Checked calendar and task list</td>
<td>Checked calendar and task list</td>
</tr>
<tr>
<td>9:15 a.m.</td>
<td>Meet with supervisor</td>
<td>Meet with supervisor</td>
<td>Keyed meeting notes and report</td>
<td>Meet with supervisor</td>
<td>Meet with supervisor</td>
</tr>
<tr>
<td>9:30 a.m.</td>
<td>Wrote report</td>
<td>Composed letter</td>
<td>Organized trip folder</td>
<td>Wrote e-mail to staff</td>
<td></td>
</tr>
<tr>
<td>9:45 a.m.</td>
<td></td>
<td></td>
<td>Keyed new expense report form</td>
<td></td>
<td>Made copies</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:15 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30 a.m.</td>
<td>Coffee break</td>
<td></td>
<td></td>
<td>Coffee break</td>
<td></td>
</tr>
<tr>
<td>10:45 a.m.</td>
<td>Phone calls</td>
<td>Sorted and opened mail</td>
<td>Sorted and opened mail</td>
<td>Sorted and opened mail</td>
<td>Filing</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Sorted and opened mail</td>
<td>Filing</td>
<td>Filing</td>
<td>Filing</td>
<td>Sorted and opened mail</td>
</tr>
</tbody>
</table>

A time-use log is helpful in analyzing time use.
Managing Your Work

- **Handle information overload**

  When the amount of information you receive daily becomes overwhelming, you are experiencing information overload.
Reminder Systems

- Calendars
- Scheduling appointments
- Tickler files

Reminders can be recorded using a desktop organizer program.

Example image: A reminder system with options to dismiss or snooze, and a reminder for research purchase options for PDAs for sales force.
Managing Your Workstation

- Modular workstation
- Reference materials
- Supplies and accessories
- Desktop area and drawers
- Office equipment

**Key Term**

**Preventive maintenance**: servicing equipment and replacing parts to prevent failure
Managing Ergonomic Factors

Ergonomic factors affect productivity

- Chairs
- Desks
- Lighting
- Equipment

Ergonomics

The study of the effects of the work environment on the health and well-being of employees

Topic 7-2 Workstation Management and Office Safety
Managing Your Office Health

- Adjust the workstation to meet your needs
- Take rest breaks often
- Do stretching exercises for hands, wrists, arms, and fingers
- Focus your eyes away from the monitor often
- Arrange work materials within easy reach
- Use good posture

Key Term

Carpal tunnel syndrome: a repetitive strain injury caused by placing stress on the hands, wrists, or arms
Office Safety

- Accident prevention
- Workstation safety
- Work area safety
  - Office furnishings
  - Electrical equipment
  - General office equipment

First Aid Kit

A first aid kit can be a valuable addition to an office workstation
Knowing the evacuation procedures for a large office building can be critical in an emergency.
Office Safety

- Personal security on the job
- Building and office security
  - Security concerns
  - Controlling outsider access
  - Controlling employee access
  - Detection systems and alarms
Focus On …

Workplace Wellness

- Factors related to workplace and health issues
- Tips for health and well-being
- Benefits for companies that address workplace wellness
  - Reduced absenteeism
  - Increased productivity
  - Higher employee morale